

CONSERVATION DISTRICT ELECTIONS AND APPOINTMENTS

2016 ELECTION AND APPOINTMENT CYCLE

Washington State Conservation Commission
Bill Eller, Regional Manager, Election Officer

September 2015

AGENDA

- Introduction
- Elections Background
- 2015 Election Statistics
- Changes for 2016
- Questions, Answers, Pointers and Tips

ELECTION BACKGROUND

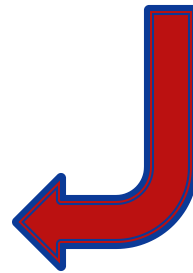
AUTHORITY

- The Commission sets policy and procedures for conservation district elections.

“The Commission shall establish procedures for elections, canvass the returns and announce the official results thereof.”

RCW 89.08.190.

- WAC Chapter 135-110
- Election Manual, Calculator, and procedures.
- Districts still have wide latitude in conducting elections.



SIMPLE CALENDAR

- August - September
 - Election Webinar.
 - Begin thinking about when to have your election, review procedures.
- October - December
 - Advertise election meeting, hold election meeting [adopt election resolution], advertise election resolution. Find candidates.
- January – March
 - Hold election, process paperwork, send paperwork to Commission.
- By end of April
 - All paperwork should be in to the Commission (even if late).
- Third Thursday in May
 - Commission announces election winners and appointees.

2016 Election Deadline Calculator

Enter election date: **1/1/2016** Your election must be held between January 1 and March 31, 2016!

MONTH / DAY / YEAR (XX / XX / XXXX)

When	Date	Who	Form	Action	WAC	Election Manual
By:	11/12/15	ES	EM B	Publish the first notice of the intent to adopt an Election Resolution (at least 6 days before the 2 nd notice below).*	135-110-220(1)	Section 2.D.2
No later than:	11/19/15	ES	EM B	Publish the second notice of the Intent to Adopt an Election Resolution.*	135-110-220(1)	Section 2.D.2
On:	11/20/15	BOS	EM	Hold BOS meeting to adopt the Election Resolution.*	135-110-210	Section 2.D.2
As soon as:	11/21/15	ES	EM B	Publish the first notice of the adopted Election Resolution (at least 6 days before the 2nd notice below).*	135-110-220(2)	Section 2.D.2
No later than:	12/3/15	ES	EM B	Publish the second notice of the adopted Election Resolution.*#	135-110-220(2)	Section 2.D.2
No later than:	12/4/15	ES	EF1	Deadline for the ES to input the data from the adopted Election Resolution into the WSCC database.*	135-110-210(3)	Section 2.D.2
By:	12/4/15	C	PF-A	Candidate provides information to CD by the filing deadline.*	135-110-320	Section 2.G
By:	12/4/15	C	PF-B	Candidate provides the nominating petition and candidate statement (if CD allows) to CD by filing deadline.*	135-110-340	Section 2.G
On:	12/4/15	N/A	N/A	Candidate filing deadline (at least 4 weeks before election date).*	135-110-330	Section 2.G
As soon as:	12/5/15	ES	EF3	ES determines if the CD must automatically re-elect their incumbent. If so, the ES fills out and submits the Checklist.	135-110-370	Section 2.J.1
	Before printing ballots	ES	EF2	Verify each candidate is qualified to serve.	135-110-355	Section 2.D.2.i
	Before printing ballots	ES	EF2	Verify each candidate's nomination petition.	135-110-355(3)	Section 2.D.2.i
By:	12/11/15	ES	EM	Suggested deadline for voters to request from the CD absentee ballots.	135-110-410	Section 2.D.2.k
By:	12/18/15	ES	EM	Suggested deadline for the CD to have sent out to voters all requested absentee ballots.	135-110-520	Section 2.D.2.k
On election day:	1/1/16	POs	PF-C	Complete poll lists.	135-110-550	Section 2.F.2
On election day:	1/1/16	POs	EF5	Count ballots, complete ballot results report.	135-110-750	Section 2.F.3
On election day:	1/1/16	ES	EF3	If automatically re-electing an incumbent, take necessary pictures of election cancellation signs.	135-110-370	Section 2.J.1
No later than:	1/29/16	ES	EF4	Provide Due Notice compliance.	135-110-220	Section 2.B
No later than:	1/29/16	ES	N/A	Deadline for all election data to the WSCC through electronic forms. Paper forms remain at the CD.	135-110-750	Section 2.B

Abbreviations: C = Candidate; BOS = CD board of supervisors; ES = Election Supervisor; POs = Polling Officer; EM B = Election Manual Appendix B; EF = Electronic Form; PF = Paper Form

* PLEASE NOTE: These times are minimums, the BOS can set more than this minimum amount of time (WAC 135-110-330(2)); if they do so, all * dates will have to be adjusted accordingly.

If the BOS has chosen to publish all notices after the intent to adopt the election resolution on-line, than the publication of the second notice of the adopted election resolution is the same as the first.

For forms and procedures, please visit: <http://www.scc.wa.gov/elections>

2015 ELECTION STATISTICS

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- 32 of 45 districts (71%) used WAC 135-110-370 to automatically re-elect their incumbent candidate and cancel their election.
 - 64% in 2014.
 - 73% in 2013.
 - 77% in 2012.
 - 40% in 2011 (first year available).



NUMBER OF CANDIDATES

- There were 45 candidates in 2015.
 - 44 candidates in 2014.
 - 43 candidates in 2013.
 - 52 candidates in 2012.
 - 57 candidates in 2011.
 - 54 candidates in 2010.
 - 52 candidates in 2009.



OBSERVED ELECTIONS IN 2015

- Seven out of thirteen elections that were held were observed by Commission staff (54%).
 - 6% were observed in 2014.
 - 17% were observed in 2013.
 - 38% were observed in 2012.



ELECTION CHANGES FOR 2016

SUMMARY OF CHANGES

- New On-line forms.
- Election Manual substantially revised.
- WAC 135-110-140 – record retention.



ELECTION RECORDS RETENTION

- Dec 2015: Secretary of State's Office Local Records Committee updated the record retention schedule.
- Local Government Common Records Retention Schedule (CORE). The summary page relevant to conservation districts is attached (it is page 22 of CORE 3.1).
- From 6 months to 1 year.

ELECTION RECORDS RETENTION

- WAC 135-110-140
 - All election records, documents, and materials.
 - Retain for at least one year from the date of your election.
 - This applies even if your election was cancelled due to automatically re-electing your incumbent.

ELECTION AND APPT CHANGES V. BUDGET PROVISO PROCESS

- Election & Appt changes –
 - **Separate from the Budget Proviso Process.**
 - Follows WSCC policy on policies.
 - Began with issues raised during the 2015 election cycle.
 - At the July WSCC meeting, staff proposed clarifications for Sept adoption.
 - Those clarifications were adopted at the Sept WSCC meeting.
- Budget Proviso process -
 - Recommendations on process changes.
 - Due 2014.
 - *“The Conservation Commission must evaluate the current system for the election of conservation district board supervisors and recommend improvements to ensure the highest degree of public involvement in these elections. The commission must engage with stakeholder groups and conservation districts to gather a set of options for improvement to district elections, which must include an option aligning district elections with state and local general elections. The commission must submit a report detailing the options to the office of financial management and appropriate committees of the legislature by December 10, 2013.”*

NEW ON-LINE ONLY FORMS - ELECTIONS

NEW

- EF1 – CD Election Information
- EF2 – Candidate Verification
- EF3 – Automatic Re-Election Checklist
- EF4 – Due Notice Compliance
- EF5 – Ballot Results Report
- Election Feedback Form

OLD

- Form 1 – Conservation District Resolution Establishing Election Dates and Appointment of Election Supervisor
- Form 4 – District Verification of Candidate and Eligibility for the Office of Elected Supervisor
- Form 5 – Due Notice Compliance
- Form 7 – Ballot Results Report

EF1 – CD ELECTION INFORMATION

- Electronic Form 1 (EF1) is the same as the old Election Form #1. Things to remember which have not changed:
 - EF1 must be submitted to the Commission (meaning you must fill it out on-line and successfully submit it) no later than the candidate filing deadline.
 - **Remember – each District sets their own election date, which means each District sets their own candidate filing deadline – do not miss your own deadline! Use the Election Calculator to help you determine deadlines.**
 - EF1 is the place where you tell the Commission who your election supervisor is and provide that persons' email. The Commission will generate an email list off of your submittal, so that is still important. With GovDelivery going on-line, we might remove this next year.
 - At least ONE supervisor who voted to adopt the election resolution must be listed on EF1 at the bottom.

EF2 – CANDIDATE VERIFICATION

- Electronic Form 2 (EF2) is the same as the old Election Form #4. Things to remember which have not changed:
 - EF2 must be submitted to the Commission no later than four weeks after election day.
 - EF2 must be submitted on-line for each candidate in your election.

EF3 – AUTOMATIC RE-ELECTION CHECKLIST

- Electronic Form 3 (EF3) is the same as the old Automatic Re-Election Checklist. Things to remember which have not changed:
 - EF3 must be submitted to the Commission no later than four weeks after election day.
 - **TIP:** It is strongly urged that the Election Supervisor fill out EF3 as soon as possible after the candidate filing deadline. That way, the Election Supervisor will know if the election can be cancelled. If the election can be cancelled, then the public can be informed immediately and the other requirements of WAC 135-110-370 can be met.
 - **Remember:** If the incumbent will be automatically re-elected, the District **MUST** cancel the election in compliance with WAC 135-110-370 – there is no choice available to the District to hold the election if WAC 135-110-370 applies.

EF4 – DUE NOTICE COMPLIANCE

- Electronic Form 4 (EF4) is the same as the old Election Form #5 Due Notice Compliance. Things to remember which have not changed:
 - EF4 must be submitted to the Commission no later than four weeks after election day.
 - NO copies of notices or other advertising materials are needed – please DO NOT SEND those to the Commission – please retain those at the District.

EF5 – BALLOT RESULTS REPORT

- Electronic Form 5 (EF5) is the same as the old Election Form #7 Ballot Results Report. Things to remember which have not changed:
 - EF5 must be submitted to the Commission no later than four weeks after election day.
 - An EF5 must be submitted for EACH polling site.
 - The names of the Election Supervisor and at least one Polling Officer must be submitted on EF5.
 - NEW: If you have more than three candidates in your election, fill out additional EF5's until you can report the results for each candidate at each polling site.

ELECTION FEEDBACK FORM

- The Election Feedback Form is an entirely new form this year.
 - A place for the public to comment on the election process.
 - A mechanism for anyone (public, supervisor, district employee) to bring concerns to the Commission about current elections.
 - Voluntary.
 - Anonymous.
 - Commission staff will investigate all inquires.

NEW ON-LINE ONLY FORMS - APPOINTMENTS

- AF1 – Conservation District Appointed Supervisor Application
- AF2 – Mid-Term Elected Position Appointment Verification of Qualifications

OLD

- Application for Appointment as a CD Supervisor
- Verification of Qualifications for Mid-Term Appointment for the Office of Elected Supervisor

AF1 – CONSERVATION DISTRICT APPOINTED SUPERVISOR APPLICATION

- AF1 is the same as the old Application for Appointment.
Things to remember:
 - AF1 must be filled out by applicants for appointed board positions.
 - Submitted electronically by the applicant -
 - Full-Term: on or before March 31.
 - Mid-Term: on or before the due date set by the Commission and District.
 - If prospective appointment applicants do not have internet access, the District can assist the applicant by allowing access to AF1 on the District's internet connection or the applicant can contact the Commission for assistance.
 - Once submitted, an email copy of the information submitted by the applicant will be forwarded to the District by Commission staff.
 - Copies of appointment materials do not need to be forwarded to the Commission – any such materials are to be kept at the District.

AF2 – MID-TERM ELECTED POSITION APPOINTMENT VERIFICATION OF QUALIFICATIONS

- AF2 is the same as the old Verification of Qualifications for Mid-Term Appointment for the Office of Elected Supervisor. Things to remember which have not changed:
 - AF2 is used when a CD is appointing someone to fill a vacant ELECTED position on the board.

CURRENT ELECTION FORMS NOT ON-LINE

Renamed

- PF-A – Candidate Information for Elected Supervisor Position
- PF-B – Nominating Petition for Elected Supervisor Position
- PF-C – Poll List
- PF-D – Ballot Template

Old Name

- Form 2 – Candidate Information for Elected Supervisor Position
- Form 3 – Nominating Petition for Elected Supervisor Position
- Form 6 – Poll List
- Ballot Template

CURRENT ELECTION FORMS NOT ON-LINE

- PF-A – Candidate Information for Elected Supervisor Position (candidate application form)
 - Must be filled out by the candidate, due at filing deadline.
- PF-B – Nominating Petition for Elected Supervisor Position
 - The candidate typically takes this to voters to get 25 signatures so the candidate can appear on the ballot or have the election cancelled if the candidate is also the incumbent; due at filing deadline.
- PF-C – Poll List
 - The Poll List is used by polling officers on election day to record and verify voters' information and eligibility to vote. This also doesn't lend itself to being put on-line only as a voter signature is required (among other issues); used on election day; remains with the District.
- PF-D - Ballot template
 - Used on election day; remains with the District.

CURRENT ELECTION FORMS NOT ON-LINE

- Important things to remember about the paper forms (PF) - PF-A, PF-B, PF-C and PF-D:
 - None of these forms are to be sent to the Commission.
 - All original PF forms are to be kept at the District and retained under the retention schedule, subject to inspection upon request by the Commission for certification purposes.

WHAT DO THE CHANGES MEAN?

- NO election forms will be transmitted to the Commission – all forms, notices, and related election materials retained at CD.
- On-line EF are designed to meet the Commission's election canvassing needs, unless further investigation is warranted.
- Responsibility on CD's:
 - Fill out correctly.
 - Meet district-set deadlines.

ELECTION MANUAL CHANGES

- Substantial. Please review it. Download it from our web page. A few highlights:
 - Appendix B – all sample notices are here.
 - Appendix C – sample CD policy for statements provided by candidates is here.
 - Table 1 on page 16 – entirely revised.
 - Election Supervisor duties clarified related to security envelopes and voter intent (pg 27).
 - The appointment process has been updated to reflect the change to an on-line form (pgs 37-44).

QUESTIONS, ANSWERS, POINTERS AND TIPS

AUTOMATIC REELECTION OF INCUMBENTS

- If your district qualifies to automatically re-elect an incumbent, your district **MUST** cancel the election and follow that process.
- A district that qualifies to automatically re-elect an incumbent cannot choose to ignore WAC 135-110-370 and still hold an election.

ELECTIONS@SCC.WA.GOV

- The Elections@scc.wa.gov email will be eliminated this year. Please send all election inquiries to Bill Eller, Commission's Elections Officer, at beller@scc.wa.gov.
- Electronic forms will be automatically routed to the correct Commission staffer.
- Again – NO election and appointment forms are to be sent (email or otherwise) to the Commission.

DUE NOTICE – TRADITIONAL

1. Publish the Intent to Adopt an Election Resolution:
 - In a newspaper, published twice, at least one week apart between publications.
 - Purpose: informs interested persons that the Board will hold a meeting to adopt an election resolution.
2. Hold the meeting, fill in the resolution, then
3. Publish the Adopted Election Resolution:
 - In a newspaper, published twice, at least one week apart between publications.
 - Purpose: informs the public about the time, place, and manner of the election.

DUE NOTICE – WEB SITE

1. Intent to Adopt an Election Resolution:
 - In a newspaper, published twice, at least one week apart between publications.
 - **If the new notice language is used, all subsequent notices can be published on the CD's web site.**
2. Hold the meeting, fill in the resolution, then
3. Publish the Adopted Election Resolution:
 - Either in a newspaper, published twice, at least one week apart between publications, **OR can use the new process for posting on the web site.**

INTENT TO ADOPT AN ELECTION RESOLUTION – WEB SITE

TRADITIONAL

The Ledgerwood Conservation District Board of Supervisors will hold a meeting at [time] on [month] [day], [year] at [address] location to adopt a resolution setting the date, time, and location of an election to fill a Conservation District Supervisor's expiring term.

NEW

The Ledgerwood Conservation District Board of Supervisors will hold a meeting at [time] on [month] [day], [year] at [address] location to adopt a resolution setting the date, time, and location of an election to fill a Conservation District Supervisor's expiring term.

Please note: future election information will be posted ONLY on the Ledgerwood Conservation District web site [INSERT WEB SITE URL].

RESOURCES ON THE WEB

Election Manual: Election and Appointment Procedures
for Conservation District Supervisors



Election Manual:



EF1 - Conservation District Election Information

Instructions: Districts must submit this form to the Conservation Commission **no later than the candidate filing deadline**. Each District sets their own candidate filing deadline. The candidate filing deadline is typically 30 days prior to the election. Failure to submit this form by the candidate filing deadline may be considered for good governance purposes.

Please Select Conservation District:
Select Your Conservation District

Election Date:

Elections must be held between January 1 and March 31. If your election will be held during a range of dates, please input the start of the range.

Election physical address, location or description

Time polls open

Time polls must be open at least 4 hours and at times convenient for voters.

Time polls close

Time polls must be open at least 4 hours and at times convenient for voters.

W
Send Me
Physical Address

Election method:
Poll site
Mail-in
Poll site and Mail-in
Electronic

Election: Name of supervisor up for election this cycle (if vacant, please enter "vacant" in all boxes):

First Name Middle Name
Last Name

Candidate filing deadline

The candidate filing deadline is the last date and time that a candidate can file to run for an elected position. Typically it is at least 30 days prior to the election.

Candidate filing location

City State Zip Code

Absentee ballot requests deadline

Districts must provide a deadline for voters to request absentee ballots. Typically this is one to two weeks prior to the election.

Location where voters can request or pick up absentee ballots

City State Zip Code

Appointment: Name of supervisor up for appointment this cycle (if none or vacant, please enter as appropriate in all boxes):

Chapter 135-110 WAC

Election and replacement of conservation district supervisors

[Complete Chapter](#)

WAC Sections

GENERAL

- [135-110-100](#) Purpose and authority.
- [135-110-110](#) Definitions.
- [135-110-120](#) Compliance.
- [135-110-130](#) Documents provided to conservation commission to be copies.
- [135-110-140](#) Records retention.
- [135-110-150](#) Conservation district must remain impartial.
- [135-110-160](#) Legal boundaries of conservation district to be available.
- [135-110-170](#) Only one ballot per voter may be counted.
- [135-110-180](#) Disruptive acts prohibited.

ESTABLISHING ELECTION, PROVIDING NOTICE

- [135-110-200](#) Conservation district must hold election.
- [135-110-210](#) Conservation district must adopt election resolution.
- [135-110-220](#) Due notice required before and after election resolution.
- [135-110-230](#) Conservation district appoints election supervisor

2016 Election Deadline Calculator

Your election must be held between January 1 and March 31, 2016!							
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HTTP://SCC.WA.GOV/ELECTIONS/



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Conservation Commission

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Elections and Appointments

[NEW! 2015 Conservation District Appointed Supervisors](#)

[NEW! 2015 Conservation District Elected Supervisors](#)

If you have any questions about conservation district elections and appointments, please contact Bill Eller at the Commission at beller@scc.wa.gov or 509.385.7512.

Administration of
Conservation District
Elections

NEW! Elections and
Appointment
Information (2015)

Elections Proviso

Each conservation district in Washington State has a board consisting of three elected and two appointed supervisors. The appointed supervisors are appointed by the Conservation Commission. The elected supervisors are elected at the local level. The term of office for each supervisor is three years. Supervisors serve without compensation; they are volunteers.

District elections do not fall under the state statute for general elections ([Title 29A RCW](#)) unless specifically identified in the Conservation Commission statute. In fact, [RCW 29A.04.330\(1\)\(b\)](#) specifically exempts conservation districts from general and special elections requirements. Instead, the Conservation Commission is charged with establishing procedures for the elections. To assist conservation districts and the public with the election of conservation district board members, the Conservation Commission established a rule, a manual, and standard forms for conservation districts to use in their elections.

Latest News

- ◉ Water Quality and Livestock Grazing – a Solutions Workshop for Natural Resource Professionals
- ◉ USDA News Release: Assistance for farmers and ranchers affected by fires
- ◉ USDA Forest Service webinar: Bird conservation in the face of future climate change

Conservation District Resources

- ◉ Budgeting, Accounting, and Reporting System (BARS)
- ◉ Commission Meetings
- ◉ Conservation Practice Data System (CPDS)
- ◉ Cultural Resources
- ◉ Elections and Appointments
- ◉ Financial Forms and Templates
- ◉ Financial Newsletters
- ◉ Governance and Operations

TAKE AWAY – THE ONE THING

- If you have a question at all about anything you are doing with regards to elections, please
 - Read the Election Manual first, then
 - Contact me!
 - It is possible to fix most things before they become set in stone.
 - One fixed in stone or irrevocable, there isn't much that can be done but manage the consequences.

QUESTIONS / DISCUSSION?



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